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OEL 360-65

19 March 1965

MEMORANDUM FOR : Executive Officer/OEL

**SUBJECT : Procurement Request for Dictagraph
Equipment**

1. Chief, Air Systems Division, Chief, Ground Systems Division, and Chief, Signal Measurements Staff have recently requisitioned dictagraph equipment. I strongly approve of these requisitions for the following reasons:

a. Systems and Development organization must continue to take on an increased scope of work hopefully without an increase in the number of secretarial slots in the organization. This means that the available secretaries are not and cannot be assigned on a personal basis. Normal requirements for typing, telephone answering, and the other related tasks preclude any extended period of time for taking personal dictation by the secretaries. The dictagraph equipment allows dictation to be accomplished, in fact, without requiring the tie up of secretaries.

b. The paper workload for the Division Chiefs and Chief, SMS is very heavy, yet it is extremely desirable that these supervisors have as much of their time available as possible for detailed work on technical problems. The dictagraph allows oral notations to be made for inclusion in notes or on routing sheets by the secretary. This freedom from the necessity to write everything down encourages the expression of opinion without necessarily a commensurate loss in writing time.

c. Similarly dictagraph equipment is extremely useful for recording quick notes, telephone conversation, appointments, etc.

SECRET

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d. A portable, battery operated model of the dictagraph equipment is commercially available which is suitable for use on trips and making notes. I have initiated a requisition for this piece of equipment to be shared by the S&D organization.

e. It is anticipated that although the Division Chiefs and Chief, SMS will make maximum use of the equipment, other personnel and their organizations will from time to time also find the equipment most useful in preparing long reports from notes and similar tasks.

f. Although, I have no strong personal preference as to the type of equipment, it is highly desirable that the equipment in the organization be uniform so that the secretaries are not faced with learning several different types of procedures and that maximum flexibility is achieved. I have been using the dictagraph equipment for approximately six months and while its mechanical ability leaves something to be desired, it is an extremely useful device and gets a considerable amount of use daily.

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